

KENTUCKY ANIMAL CONTROL ADVISORY BOARD
Animal Shelter Construction/Improvement Grants
General Information

The Kentucky General Assembly has made funds available through the Department of Agriculture's Animal Control Advisory Board for animal shelter construction/improvement projects. Although there will not be a limit on the amount a county may request, it is the Board's intention to meaningfully assist as many counties as possible. **At least twenty percent (20%) of the total project cost must be contributed by applicant.** Contributions may include cash, land, or labor. The following entities may apply:

- 1. County Governments**
- 2. Urban-County or Charter Governments**

Shelter plans shall meet the following minimum requirements as outlined in KRS 258.119(3):

1. Segregation of male and female animals in runs and holding areas.
2. Separate runs or holding areas for ill or injured animals.
3. Quarantine areas for dogs and cats.
4. Heated holding areas with protection from the weather.
5. Kennel runs and cages built of materials which can be easily cleaned and disinfected, including floors made of an impervious material.

Applicants for grant funds shall:

1. Employ a dog warden or animal control officer who has completed, or who will complete within one year, minimum training requirements set forth by the Animal Control Advisory Board.
2. Have an established animal control program in place or present a plan to establish an animal control program.
3. Meet minimum animal sheltering standards as recommended by the Board including adequate daily feeding, watering, and cleaning.
4. Provide access to the public for no less than twenty-four (24) hours in one week.
5. Employ euthanasia methods recommended by the American Veterinary Medical Association.
6. Submit a 3-year plan for the operation of the facility.
7. Keep accurate records on all animals entering the shelter and their disposition (adoption, reclaimed, euthanasia, etc.).

Positive consideration will be given by the Board to applicants that:

1. Are starting animal control and sheltering programs where none previously existed.
2. Institute an adoption policy that mandates spay/neuter of all cats and dogs adopted from the shelter.
3. Propose plans incorporating space for cats and kittens.
4. Propose plans with individual kennels for dogs.
5. Separate puppies and kittens from adult animals.
6. Enforce local animal control ordinances or state laws.
7. Construct kennel facilities with concrete flooring.
8. Work with surrounding counties to build a regional facility.
9. Contribute more than twenty (20%) percent of the overall project cost.

PLEASE NOTE: FOR PROPER CLEANING AND SANITATION, ABSOLUTELY NO EXPOSED WOOD OR OTHER POROUS MATERIAL IS TO BE USED BELOW EIGHT (8) FEET IN CONSTRUCTION OR RENOVATION OF ANY ANIMAL HOUSING AREA.

APPLICATION FOR SHELTER CONSTRUCTION/IMPROVEMENT GRANT

Name of agency applying: _____
County Judge/Executive: _____
Phone: _____
Address: _____
City: _____ Zip: _____
Name and title of contact person (if other than the Judge/Executive): _____
Phone: _____
Population of county: _____
Area of county in square miles: _____
Total annual budget for county: _____

TOTAL AMOUNT OF GRANT REQUEST: _____

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If your county currently has an animal shelter, dog pound, or employs a dog warden or animal control officer, please complete the following section.

	Current Fiscal Year	Previous Fiscal Year
Amount of county funds budgeted for animal control/sheltering.	_____	_____
Funds for animal control/sheltering received from other sources:	_____	_____
1) Grants	_____	_____
2) Donations	_____	_____
3) City Government	_____	_____
4) Other	_____	_____
TOTAL	_____	_____

How many people are presently working in animal control/sheltering in your county?

Animal Control Officers	_____
Shelter staff	_____
Volunteers	_____
Other(describe)	_____

What type of training is given to your animal control officers? ____ NACA I
____ NACA II ____ Euthanasia Certification ____ On the job training
____ Other ____ No formal training

How many stray animals were picked up last year by your animal control officer? Dogs:_____ Cats: _____

How many animals were brought into your shelter by persons other than your animal control officer? Dogs _____ Cats _____

**Total number of animals that came into your shelter last year:
Dogs_____ Cats_____ Other_____**

How many animals were adopted last year?_____ How many were reclaimed by their owners?_____

Total number of animals euthanized last year: _____

Do you require adopted animals to be spayed/neutered? _____

Does your county have a spay/neuter program? If yes, please give a brief description of program. If no, does your county plan to establish a spay/neuter program and when will the program be in place? Please give a description of proposed program.

Does your county sell county animal tags? If yes, please give a brief description of your program. If no, does your county plan to establish an animal tag program and when will the program be in place? Please give a description of proposed program.

Are animals transported in a city/county vehicle or personally owned vehicle?_____

Does your county have a shelter building?_____

Who owns the structure?_____

Name and title of shelter contact person:_____
Phone:_____

Size of building in square feet:_____

Is the building heated?_____ air conditioned?_____

Number of dog kennels: _____

Dimensions of each kennel: _____ ft. x _____ ft.

Material currently used in kennel fence (circle): chain link wood
woven wire other _____

Floor material currently in use (circle): concrete gravel dirt/grass
other _____

Building material currently in use (circle): concrete block brick
wood metal other _____

Are cats housed separately from dogs? _____ Number of cages for
cats _____

Cat cage material currently in use (circle): stainless steel concrete
block wood wire other _____.

Additional animal enclosures not included above: _____

Method used to destroy unclaimed dogs/cats:

Euthanasia by injection? Yes No

If yes, performed by animal control officer at shelter? _____

by veterinarian at shelter? _____

by veterinarian at clinic? _____

Carbon monoxide? Yes No

Other?

Describe: _____

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In narrative format describe the sheltering program your county now has or will institute, the structure you will build, or improvements you will make, if funds are awarded. Also describe the animal control and sheltering program your county will institute if funds are awarded to you. Include the number of employees, schedule of hours the shelter will be open to the public, adoption policy, spay/neuter policy, method of euthanasia that will be used, and any other pertinent information. Applicants must include a *detailed* 3-year plan for your animal control and sheltering program, not to exceed three pages.

Please attach:

- 1. Copy of deed showing county ownership of shelter property.**
- 2. Interior and exterior photographs of existing shelter.**
- 3. Copy of building plans.**
- 4. Any contract or inter-local agreement with other governmental agencies for animal control services.**

Project title:_____

Amount of grant request:_____

Amount committed by the county and/or city to the project:_____

Amount committed by other organizations to the project:_____

**ANIMAL SHELTER CONSTRUCTION/IMPROVEMENT GRANT
BUDGET FORM**

Receipts:

1. State Funds Requested	\$_____
2. Applicant Cash Contribution	\$_____
3. Applicant In-kind*Contribution	\$_____
Total Receipts	\$_____

Capital Expenditures:

1. Land Preparation	\$_____
2. Labor	\$_____
3. Materials	\$_____
Total Expenditures	\$_____

*** In-kind (land, labor, or a combination thereof), and/or cash must be at least 20% of total cost of project. An explanation of how you calculated the value of your in-kind contribution (i.e., hourly wage rate, etc.) must be included.**

Explain how future operating costs will be funded.

Submit an itemized list of proposed shelter grant expenditures.

Construction or renovation shall be completed within one (1) year of receipt of grant funds.

_____	Date _____
County Judge/Executive	

**Mail applications to: Kentucky Department of Agriculture
Mark Farrow, General Counsel
Room 188, Capitol Annex
Frankfort, Kentucky 40601**

Grant applications must be received no later than January 31, 2005, for consideration for an award. Applications postmarked after January 31, 2005, will not be accepted.